

CHICAGO R2A2 MAPPING

Organization: Office of Acquisition and Assistance

Date: 9/12/02

<i>Roles & Responsibilities</i>	<i>Accountabilities</i>	<i>Authorities</i>	Services Provided to								
			SC	Other Prog. Offices	Other HQ Offices	OM	CH Area Offices	GOGO	Other CH Offices	CH Employees	Non-CH Area Offices
SC GRANTS MANAGEMENT CENTER of EXCELLENCE											
- Negotiation, award, and administration of 62% of DOE's 605 Workload	Note 4	Note 2	X								
- Negotiation, award, and administration of SBIR/STTR Agreements	Note 4	Note 2	X								
- Negotiation, award, and administration of SciDAC Awards	Note 4	Note 2	X								
CONGRESSIONALLY MANDATED GRANTS											
- CH has sole responsibility for the negotiation, award, and administration of all congressionally mandated research and construction grants for SC	Note 4	Note 2	X								
ACQUISITION AND ASSISTANCE POLICY ASSISTANCE											
- Analyze and provide comments on proposed DOE Orders, regulations, and Government-wide acquisition and financial assistance initiatives	Note 4	Notes 1 and 2	X	X	X	X			X	X	
- Support and assist in acquisition and assistance planning, solicitations, awards, and administration for a wide range of program offices	Note 4	Notes 1 and 2	X	X	X	X			X	X	
- Provide interpretation of current DOE Orders and regulations	Note 4	Notes 1 and 2	X	X	X	X			X	X	
- Develop and maintain local acquisition and assistance procedures	Note 4	Notes 1 and 2	X	X	X	X			X	X	
- Provide functional oversight of CH acquisition and assistance processes	Note 4	Notes 1 and 2	X	X					X	X	

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OTHER ACQUISITION AND ASSISTANCE AWARDS AND/OR ACTIVITIES											
- Negotiation, award, and administration (including terminations) of SC support service contracts and interagency agreements	Note 4	Note 1	X								
- Negotiation, award, and administration (including terminations) of acquisition and assistance agreements with EERE, EM, NE, NBL, etc.	Note 4	Notes 1 and 2		X			X	X			
- Negotiation, award, and administration (including terminations) of acquisition agreements supporting CH	Note 4	Notes1							X		
- Provide procurement leadership for acquisition and assistance solicitations	Note 4	Notes 1 and 2	X	X			X	X			
- Ensure accurate and timely input of procurement data into PADS and other automated procurement management systems including NIH past performance data base.	Note 4	Notes 1 and 2	X	X			X				
- Provide advice and assistance to the Manager, as Head of Contracting Activity (HCA) in acquisition and assistance related matters	Note 4	Notes 1 and 2				X					
- Work as part of an integrated CH team to ensure a high degree of quality and customer satisfaction	Note 4	Notes 1 and 2	X	X	X	X			X	X	
- Ensure management, training, professional development, and performance assessment of ACQ personnel	Note 4	Notes 1 and 2	X	X	X	X			X	X	

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- Responsible for simplified acquisitions for the CH Argonne Site (excluding NBL)	Note 4	Note 1	X				X		X	X		
- Administers CH Purchase Card Program	Note 4	Note 1	X				X		X	X		
- Serve as CH Competition Advocate	Note 4	Note 1	X	X	X	X	X	X	X	X		
- Provide Contracting Officer function for all Acquisition and Assistance activities	Note 4	Notes 1 and 2	X	X	X	X	X		X	X		
- Annually prepare and summarize Balanced Scorecard results		Notes 1 and 2	X	X	X	X			X	X		
SMALL BUSINESS PROGRAMS												
- Administration of Federal socio-economic programs at CH including small, small disadvantaged, and women-owned business programs	Note 4	Note 1	X	X	X							
- Assist contractors in the development of small business plans	Note 4	Note 1	X	X	X							
- Conduct on-going customer outreach and business development programs	Note 4	Note 1	X	X	X							
- Monitor progress and report results to HQ	Note 4	Note 1	X	X	X							
CLOSEOUT OF ACQUISITION AND ASSISTANCE INSTRUMENTS	Note 4											
- Obtain all required financial, technical, and administrative documentation necessary to effect closeout of a wide range of acquisition and assistance instruments	Note 4	Notes 1 and 2	X	X					X			
- Conduct negotiations as required to resolve audit or other findings	Note 4	Notes 1 and 2	X	X					X			

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- Reduce the number of "over-aged" agreements to meet Balanced Scorecard goals	Note 4	Notes 1 and 2	X	X	X	X					
PERSONAL PROPERTY MANAGEMENT											
- Oversees CH personal property management program (including National Laboratories, CH contractors, and financial assistance recipients)	Note 4	Note 3	X		X	X	X	X			
- Conduct self-assessment, appraisals of property management systems, and report against Balanced Scorecard goals	Note 4	Note 3			X	X	X	X			
- Manage motor vehicle fleet	Note 4	Note 3			X	X	X	X			
- Monitors property inventories and reports results to HQ	Note 4	Note 3			X	X	X	X			
- Provide policy guidance and assistance to a wide range of program customers	Note 4	Note 3	X	X	X	X	X	X			
PLUTONIUM DISPOSITION AND TRITIUM PROGRAMS											
- Negotiation, award, and administration of major A-E and construction contracts for MD	Note 4	Note 1		X	X						
- Negotiation, award, and administration of contracts and interagency agreements supporting the CLWR Tritium Production program	Note 4	Note 1		X	X						
- Provide procurement leadership on acquisition solicitations	Note 4	Note 1		X	X						

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– Provide interpretation and guidance on current DOE regulations, DOE Orders, and Departmental policy.	Note 4	Note 1		X	X						
See next page for reference to Notes 1 through 4											

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NOTES: Authorities for each role specified above stem from one or more of the items included under the Note cited.

1. Acquisition Authorities	2. Financial Assistance Authorities	3. Property Management Authorities	4. Accountabilities
FAR	10 CFR 600	FAR	Secretary of Energy
DEAR	10 CFR 605	DEAR	Congress
DOE Orders	DOE Orders	DOE Orders	Public
CH Orders	CH Orders	CH Orders	DOE Procurement Executive
Acquisition Guide	Financial Assistance Guide	Acquisition Guide	NNSA Procurement Executive
Acquisition Letters	Financial Assistance Letters	Acquisition Letters	CH Manager (HCA)
Public Law	Public Law	Public Law	HQ Business Clearance
HQ Policy Flashes	HQ Policy Flashes	HQ Policy Flashes	Program Sponsors
ACQ Policies and Procedures	ACQ Policies and Procedures	Contracting Officer Warrant	Source Selection Official
OMB Circulars	OMB Circulars	Head of Contracting Activity (HCA)	Competition Advocate
Contracting Officer Warrant	Contracting Officer Warrant	Federal Property Management Regulations	GAO
Head of Contracting Activity (HCA)	Head of Contracting Activity (HCA)	DOE Property Management Regulations	IG
		OMB Circulars	Board of Contract Appeals